Cover Memo for User's Help Guide

This year's Annual Report Application incorporates changes from last year's Application. Among these are deadline changes outlined in the October 23, 2003, EBBS notice and repeated below.

- Emphasis coding of appropriations for FY 2002 and FY 2003 are due on December 19, 2003.
- Emphasis coding of the FY 2004 Operating Year Budget (OYB) are due in Washington 30 days after the submission of the 653(a) Report to the Hill.
- Emphasis code requests for FY 2005 are due 30 days after the submission of the CBJ.
- FY 2006 budget requests are due on or about February 2004 in conjunction with the State Department's MPPs. A firm date will be announced at a later date, when determined by the State Department.

In addition, we provide clarification and changes to be considered as corrections to the Guidance. The page numbers of the Guidance to which these changes refer are referenced in parenthesis below. These points have been included and elaborated upon in the User's Help Guide.

- When drafting narratives in Word, please use Arial 10 font and make them 10 percent shorter than two full pages to account for formatting space. (from Supplemental Reference G, Editing Instructions on p. 17)

- SO level narratives and Performance Measures sections now require that Missions link each SO to the performance goals in the joint State-USAID Strategic Plan for Fiscal Years 2004-2009. (from p. 6 and p. 29). The joint performance goals are included in the Application help menu.

- Although the Application allows Missions to input OE and Workforce data for FY 2006 and 2007, please submit this information in conjunction with the State Department's MPPs.

- When entering SO information on the CBJ program data sheets, you no longer have to enter a "status" for the SO. The year of initial obligation and estimated completion date will suffice for this information. (from p. 4, section 1)

- The definition of "loaded cost" has been modified. (from p. 31)

For further questions about the Application or User's Help Guide, please contact Parrie Henderson-O'Keefe at 202-712-5672 or Laura Wilson at 202-712-1346.

FY 2004 Annual Report Application User's Guide

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Acknowledgments

Getting Help

Help with each budget table:

Select "Help" on the toolbar at the very top of each screen to access a menu of help items for each budget and narrative section of the Application.

Via Email and Telephone

Technical questions about the Annual Report Application should be addressed to ARAPP@dec.cdie.org. Or you can call 301- 562-0641, 8:30 AM to 4:00 PM EST. Questions about how to report data should be sent to Parrie Henderson-O'Keefe, PPC/PC, at **phenderson@usaid.gov**

Via the Internet

CDIE also provides technical support online at http://cdie.usaid.gov/ar. Check the "Frequently Asked Questions" section of this page regularly for updated help.

Help materials that come with the Application, accessible through the help menu:

The FY 2004 Annual Report Guidance, PPC's official instruction for how to prepare this year's Annual Report.
A mock CBJ submission for the fictitious country of Freedoni.
A mock performance narrative report for the fictitious country of Freedoni.

Introduction and overview

The Annual Report Application will be used once again this year to collect program and resource information for a variety of purposes including the USAID Budget Justification to Congress. The Annual Report submission includes both the narrative portions of the Annual Report as well as the budget portion of the Annual Report. Use of this Application is mandatory.

Your work in the FY 2004 Annual Report Application will consist of entering budget data, CBJ data and Performance Narrative data into simple-to-use forms that can then be printed as Word or Excel reports. The budget tables have the look and feel of last year's budget tables, with some minor changes. The performance narrative section is also very similar to last year's Application. Upon completion, the Application automates the process of transmitting this data to AID/Washington.

The steps one would typically take to prepare the Annual Report submission via the Application are as follows:

1. Launching the Application
2. Entering the budget data into the budget tables
3. Adding new SOs if needed
4. Entering the CBJ and performance narrative text into the narrative section
5. Proofing and Review
6. Viewing/Printing
7. Transmission

What's new

- **Budget:** In the budget section, the table previously named "Budget Request by Program/Country" has been re-named to "SO Appropriations" to emphasize the requirement for appropriation budget data in this table, not obligation data. Added to this table this year are primary and secondary "Emphasis Codes." Also added to this table is a sub-table for those operating units receiving supplemental appropriations.

- **Workforce:** Last year's Program Personnel/Support Expenses table is being combined with the workforce attribution to Strategic Objective table to reduce workload and increase the link between workforce and costs. The new table is called "Workforce Planning."

- **Performance Narrative:** The "Indicators Table" is now required rather than optional as last year. Indicator baseline, target and actual data are collected in this table. This table

also includes a new approach to operating unit self-assessment, using a scale to weigh the relative importance of the indicator toward measuring the progress of the SO.

Link to State/USAID Performance Goals. This year each Strategic Objective must be linked to one Department of State/USAID performance goal rather than last year's USAID Agency objectives.

- **Performance Measures:** This table includes some new indicators and has been adjusted to reflect the new joint Department of State/AID performance goals. Selected indicator data is being collected similarly to last year, but arranged under the new performance goals.

Key features:

Data is entered only once into the Application.
Portions of the budget data will appear in the appropriate sections of the CBJ program data sheets.
The Application will be pre-populated with FY 2001 - FY 2005 budget data for all Strategic Objectives appearing in the FY 2003 Congressional Budget Justification.
Upon completion, the data is automatically transmitted to AID/Washington via email.

Installation

System Requirements

To run the Application, you'll need the following:

Pentium grade PC or better with Windows XP or Windows 2000 Operating System.
15 MB free disk space on a local drive, for either the network version or the stand-alone version.
128 MB of RAM (minimum)
MS Office XP or MS Office 2000
Email connectivity (for automated transmission feature)
A LAN connection (optional, for use with multiple users)

Installation instructions

Installation instructions are being provided to each Operating Unit's system administrator. If you have any questions regarding the installation on a stand-alone workstation or in a client-server configuration on a LAN please see your system administrator.

Installing Microsoft MDAC files:

The AR Application requires version 2.6 or later of the Microsoft Data Access Components to run. Most Office XP or Office 2000 versions of Microsoft Office will have these files already. If these files are not present, you'll get an Application error when you attempt to launch the Application.

Using the Application

A note about sources and accuracy

The SO numbers and names that come with your Application are the same SO numbers and names that were submitted for last year's CBJ. Strategic Objective numbers and names reflect what was in last year's CBJ submission, unless updated by an AID/W regional bureau. Every effort has been made to ensure that what you get in the FY 2004 Application is accurate. However, you do not need to use all SOs that are listed in the SO list. If a SO name is incorrect you can edit that name from the "Tools" menu selection labeled "Change Strategic Objective Name" ONLY. If a particular Strategic Objective is no longer being used, **do not** select that SO in the US Financing Table, the SO Appropriations Table or the SO-level narrative table. That way, an incorrect or inactive SO will not appear on any budget request or performance narrative section of your Annual Report.

To ADD an SO that has existing obligations and expenditures, add it from the US FINANCING Table. For a new SO without FY 2002 or FY 2003 obligations or expenditures, ADD it from the SO Appropriations Table.

We recommend that you carefully review the data included in your Application to ensure that all objectives are present and accounted for. You can add new SOs from the US Financing Table or the SO Appropriations Table, as described above, when necessary.

Step One: Launching the Application

Double click on the Application icon the installer placed on your desktop. This should be called the "FY 2004 Annual Report." The Application will open with a list of nine budget tables, starting with US Financing. You will also see two "tabs" at the top of the list of tables, one labeled "Budget" and the other labeled "Narratives." Clicking on the "Narrative" tab will open a screen displaying two tabs, "CBJ" and "Performance Narrative," for the performance narrative section of the Annual Report.

Menus

There are five selections in the toolbar appearing at the very top of the Application. They are: "File;" "Reports;" "Tools;" "Email" and "Help." "Email" should <u>only</u> be used when all budget, CBJ and Performance Narrative data is completed and ready to be returned to AID/W. "Help" has been included to assist you in using the Application.

File

The file menu contains only the Exit command to quit the Application. NOTE: EXIT only closes the Annual Report Application, not any MS Word or Excel sessions you might also have running concurrently.

Reports

The Reports menu allows you to generate and save a variety of standard reports, user reports and custom reports. See Section 10 under Step Two for a more detailed explanation of the report generator function.

Tools

The Tools menu allows you to **Change a Strategic Objective Name** from anywhere within the Application. If you are in a particular table, such as **SO Appropriations**, and notice that the name for a particular Strategic Objective is incorrect, go to the tool bar at the very top of the Application and select "Tools;" then select "Change Strategic Objective Name." A list of existing SO numbers and names appears. Highlight the SO name you wish to change. Go to the bottom of the screen and revise/edit/change the SO name appearing in the "New Name" box. Be sure to select the "Change Name" button when you have completed the new name change in order to save the name change.

Please Note: If you are in a specific table, such as "SO Appropriations" or "SO Level Performance Narrative" when you change a SO name, you may have to close out of that table and re-enter it in order for the name change to take effect.

Help

The help menu displays many sub-menus for help on each section of the Application. In addition it provides the user with the FY 2004 Annual Report Guidance in its entirety, a list of the Dept. of State/USAID Performance Goals used within the Application, the Emphasis Area Codes, Definitions and Contacts, the Freedoni models for both the CBJ and Performance Narrative and Email help. It also gives information regarding the current version of the Annual Report

Application you are running ("About"). If any problems are encountered with running the Application, your system administrator may need to send this information to AID/W. Release Notes will also appear under this menu if it is necessary to send additional releases or versions of the Application to the field to fix "bugs." The Release Notes will explain what "problems" the latest release of the Application will correct.

Multiple Users
The Application supports multiple users entering information simultaneously as long as they are not attempting to enter information in the exact same table as another user at the exact same time. However, you will not be able to see changes made by another user working simultaneously on the Application until you exit and return to the Application. To prevent multiple submissions and inaccuracy in data, Missions should ensure that the information in the Application is carefully reviewed before final submission to Washington.

Step Two: Entering budget data

Working with budget tables

In general, within any of the tables, once you have entered a number in a cell in a table, you can use the Tab key, the mouse, or the Arrow keys to move from that cell in order for the Application to save that number and to calculate or recalculate total figures. Pressing the Enter key at any point causes the changes typed to take affect and all cells in the table will be recalculated.

1. US Financing

General Instructions

The US Financing table is modeled after the table that was used in last year's Annual Report Budget Application. Obligations and expenditures through September 30, 2002, are populated from last year's CBJ, but you can change them as necessary.

Move from cell to cell using the mouse or the tab or arrow keys. Switch between SOs using the drop down box at the top of the form. Any changes you have made will be saved automatically. Operating units are requested to fill out the top portions (reflecting actual obligations and expenditures) before completing any other table, as information here will feed into the SO Appropriations Table.

Please remember, the U.S. Financing table is for entering obligation and expenditure data (not appropriations data).

Calculations

The information that appears in the US Financing table is related to that in the SO Appropriations table and vice versa. These relationships are noted in the form. For example, the unliquidated values as of September 30, 2003, for a particular SO and Appropriation will appear in the program table as the starting pipeline for 2004. Similarly, "Planned Fiscal Year 2004 NOA" obligations will appear within the US financing table once they have been entered in the program table. Pressing the Enter key at any point causes the changes typed to take affect and all cells in the table will be recalculated.

Viewing and printing the tables

To either view or print the US Financing report, click on the "Excel" button. The Application will open Microsoft Excel and generate an Excel spreadsheet version of the report. The excel spreadsheet contains formulas used to calculate the amounts found in this report. You can print a copy of this report using the print function within Excel. Please note that it will not be possible to make changes to the printed version of the report. If changes are necessary, close the report;

make the changes on the form, then click on the "Excel" button once again to generate a new report.

To create a spreadsheet that contains the US Financing tables for all SOs, press the "Excel All SOs button." Each SO will appear as a separate spreadsheet page.

Adding Strategic Objectives

To the right of the SO number and title drop-down menu you will find a button labeled "Add SO." Use this button to add a new Strategic Objective to the master list of strategic objectives for your operating unit. A list of existing SOs will appear which you should review to be sure that the SO you wish to add does not appear on this list before entering a new SO. Below the list is a box for a new SO number, preceded by the first three numbers that represent your operating unit in the Phoenix accounting system. Following this box is a box to add the new SO name. When finished adding a new number and name, be sure to click on the button labeled, "Add SO." Once added, the new Strategic Objective will appear on every drop-down menu of your operating unit's SOs in both the budget and narrative sections of the Application.

2. SO Appropriations

> *(Note: Since the Guidance was initially sent out, PPC and the bureaus have changed the deadlines for the various budget and coding submissions. Specifically, there will be at least two submissions from the Missions. The first, due on December 19, will include the appropriation levels for 2003, 2004 and 2005, together with emphasis coding for 2002 and 2003. A later submission will include levels for 2006, as well as emphasis coding for 2004 and 2005. The deadline for this submission will be governed by a synchronized planning schedule with the Department of State.)*

This section breaks out each SO by the Agency's goal/strategy areas. For the December 19th deadline, these tables must be filled out for each FY 2003 to 2005 (FY 2001 – FY 2005 data will be pre-populated for you in the Application). All tables should reflect actual appropriated levels, or request levels, as appropriate. Do not include obligations data here. For the out-years, please use the FY 2005 control request tables for your main data-entry, not the "alternate" tables.

The SO Appropriations table will also be used to collect primary and secondary emphasis coding for 2002 and 2003. In these years, the sub-tables for each pillar will have an associated Emphasis Coding screen. Primary and secondary emphasis coding for FY 2004 and 2005 will be required later. No coding is required for FY 2006.

Select the fiscal year and scenario

Two drop down boxes at the top of the form display the currently selected fiscal year and appropriation. Each combination of these values corresponds to a single sheet in the program budget request spreadsheet that was used in last year's Annual Report Budget Application. To change the "sheet," use the dropdown boxes to select the combination of fiscal year appropriation with which you wish to work. Columns for "Starting Pipeline," "Carryover," "Estimated SO Expenditures" and "Est. SO Pipeline End of FY" appear only for fiscal years

2004 and greater. 2004 Values for "Starting Pipeline" and "Carryover" are derived from the US Financing table. For 2004 and 2005, the starting pipeline values are determined by the "Est. SO Pipeline End of FY" values for the previous year.

2002 Actual levels for all relevant appropriations have been included in this year's Application. However, these numbers are displayed in gray and cannot be changed; they are there for information purposes only. Levels for 2003 - 2005, which have been updated in Washington for the BPBS and other exercises, are also included as a starting point.

Enter Request Levels

Enter request level amounts for FY 2003 to 2005 as you would in a spreadsheet. All values entered are automatically saved.

Complete necessary program category forms

When entering values for EGAT, Global Health or DCHA, you will need to fill out a corresponding "Pillar" form, signaled by the buttons on the top left turning red. Within the pillar forms, totals, which do not match their columns on the main table, will also appear in red. If you attempt to close out of these tables without the totals matching, you will receive a message stating, "Values must match those on the summary table before this table can be closed." Once the totals match, the total in red will change to black and the table can be closed.

Checking Primary Emphasis Codes

The main SO Appropriations form has a "Check Codes" button. Clicking this will open a table that shows all combinations of fiscal years/scenarios for which you have appropriations. Clicking the "Check Primary Codes" button turns the dollar value for a pillar red if the primary codes for that pillar are not in sync with the values entered for the sectors. For the initial December submission, 2002 and 2003 will be checked; for the later submission, 2004 and 2005 will be checked. You will need to go into this table to confirm no pillars are "red" before submitting the database.

Emphasis Coding

Within the pillar forms there will be a new '**Emphasis Coding**" button at the top left hand corner of each pillar form, to be initially used for submitting FY 02 and 03 level emphasis codes. On the emphasis coding screen are two tabs, one for primary codes and one secondary codes. On the **primary coding** tab, the values entered for each sub-sector will appear, together with the primary codes commonly associated with that sub-sector. As in the "Pillar" forms, the color red indicates that the values entered for the primary codes are not in sync with those on the pillar table. You must adjust them before you can close the table. A definition and point of contact for each primary code appears by selecting the "?" button. You will not be allowed to exit the Primary Code screen until you have completely entered data for ALL the relevant SOs.

The secondary codes are entered in a similar manner, the difference being that there is no requirement that the entries will add to the total for a given SO. Secondary codes are "cross-cutting," in the sense that an appropriated dollar might be assigned many secondary codes. You will be notified if an SO has not been assigned any secondary codes, and given the option of adding them before closing the form. A definition for each secondary code appears by selecting the "?" button.

See the accompanying **Annex A** Excel file for a complete list of Emphasis Codes, their definitions and names of persons in the AID/W pillar bureaus to contact with any questions you may have. (You can also find them as Supplemental Reference #11 to the AR Guidance on the website: http://cdie.usaid.gov/ar/)

Printing emphasis codes. The primary and secondary codes selected for each SO will appear on the printed SO Appropriations spreadsheet available from the main SO appropriations table by selecting "Excel," to print an excel spreadsheet for the fiscal year and appropriation scenario displayed on the screen, or "Excel – All Tables" to print an excel spreadsheet for all fiscal years and scenarios. The primary and secondary codes will appear on the appropriate pillar table worksheet rather than the main summary page; e.g., the health codes will appear on the worksheet that breaks out the health pillar budget request.

Add New SOs to the fiscal year/appropriation

When pipeline or carryover data is entered on the US Financing screen for SOs, the SO will appear on the SO Appropriations table, so you will not need to add them. **New SOs** for which there is not pipeline or carryover data can be entered through the SO Appropriations table using the "Add SOs" button. Select the SO(s) you wish to add, and hit the "Select SOs" button. You will then be able to enter budget requests for that SO on the SO Appropriations table. If the new SO is not on the master list, you can add it through the "New SO" button. Then add the new SO number and title. Click "Add SO" and the new SO will appear in the list of SOs. Highlight the SO you entered to have it appear on the screen for the appropriate fiscal year and scenario.

NOTE: The PL 480 appropriation is handled differently than the others. It is not included on the US Financing form; so all budget information is entered on the program table. Select "PL 480" and the appropriate year and a box will appear at the bottom of the screen. You can either enter the PL 480 amount for the year, or select SOs if you would like to break down PL 480 money by SO. If you have questions about which route to take, consult your bureau.

Reviewing the work /Printing the report

You can use the "Excel" button at any point to view and/or print the tables as they will appear in the final document. The main table will be the first page of the spreadsheet, and the pillar tables will appear as additional pages. Be sure to make all changes within the Application, and not on the spreadsheet; changes made on the spreadsheet will not appear in the Application and will not be submitted to Washington.

2A. Economic Growth, Agriculture and Trade Pillar

The EGAT pillar table allows you to divide money requested for EGAT into various categories. When values are entered in the EG and Trade Capacity, Agriculture, Environment, or Education columns on the budget request form, the EGAT button on the left of the form becomes enabled. You will also be taken directly to this table if you attempt to close the budget request form when EGAT values are out of sync.

Each SO that contains requests for EGAT will have a corresponding line on the EGAT pillar table. Columns display the amounts entered on the EG and Trade Capacity, Agriculture, Environment, and Education columns on the budget table for each SO. Beside these columns are the "Totals from this table" columns that will appear in red if the values are out of sync. Enter funds into the adjoining cells until the sums from the two tables are equal.

The Agriculture column from the budget table is not subdivided on the EGAT Pillar table, so the values from this are not editable in this form.

Transfers appear on the bottom of the screen. Adjust these values in a similar way.

Note: The program will prevent you from leaving this form until all values are in sync.

Moving from cell to cell in the table
Once you have entered a number in a cell in a table, use the tab key, the arrow keys, or the mouse to move from that cell in order for the Application to save that number and recalculate total figures. Hitting the ENTER key after inputting data will recalculate the totals.

Viewing/Printing the table

To view the EGAT table in Excel format, go to the main budget request table and hit the "Excel" button. The EGAT table will appear as a spreadsheet page.

2b. Global Health Pillar

The health pillar table allows you to divide money requested for health into various categories. When values are entered in the Health column on the budget request form, the "Health" button on the top left of the form becomes enabled. You will also be taken directly to this table if you attempt to close the budget request form when health values are out of sync.

Each SO that contains requests for health will have a corresponding line on the health pillar table. The column on the far right, "Health Total from Summary," contains the amount entered in the Health column for each SO. "Health Total from this table" contains the sum of the values entered, and will appear in red if it does not match the summary value. For each SO that appears in red, distribute the funds among the sector columns until all values are in sync.

Transfers appear on the bottom of the screen. Adjust these values in a similar way.

Note: The program will prevent you from leaving this form until all values are in sync

Moving from cell to cell in the table

Once you have entered a number in a cell in a table, use the tab key, the arrow keys, or the mouse to move from that cell in order for the Application to save that number and recalculate total figures. Hitting the ENTER key after inputting data will recalculate the totals.

Viewing/Printing the table

To view the Global Health table in Excel format, go to the main budget request table and hit the "Excel" button. The Global Health table will appear as a spreadsheet page.

2c. Democracy, Conflict and Humanitarian Assistance Pillar

The DCHA pillar table allows you to divide money requested for DCHA into various categories.

When values are entered in the DG, Human Rights, Humanitarian Assistance, or Conflict columns on the budget request form, the DCHA button on left of the form becomes enabled. You will also be taken directly to this table if you attempt to close the budget request form when DG or Human Rights values are out of sync.

Each SO that contains requests for DCHA will have a corresponding line on the DCHA pillar table. Columns display the values entered in the four DCHA Sectors. "DG Total From Summary" and "Human Rights Total from Summary" display the funds entered on the main program table. Make adjustments in the adjoining columns if "Totals from this Table" columns do not match. Wherever there is a discrepancy, the values will be displayed in red.

The values in "Humanitarian" and "Conflict" match those entered on the main program table. Since they are not subdivided, it is not necessary to edit them on this form.

Transfers appear on the bottom of the screen. Adjust these values in a similar way.

Note: The program will prevent you from leaving this form until values are in sync.

Moving from cell to cell in the table

Once you have entered a number in a cell in a table, use the tab key, the arrow keys, or the mouse to move from that cell in order for the Application to save that number and recalculate total figures. Hitting the ENTER key after inputting data will recalculate the totals.

Viewing/Printing the table

To view the DCHA table in Excel format, go to the main budget request table and hit the "Excel" button. The DCHA table will appear as a spreadsheet page.

3. Workforce Planning

USDH and non-USDH Staffing Requirements. This section covers all categories of personnel that are reported as part of e-World. Historically, this table has been used exclusively for the development of the FY 2005 Foreign Service recruitment plan. This year, additional information is being collected to respond to requirements of the PMA.

New Workforce Requirement: This table is being consolidated this year with the table on Program Funded Personnel and Support Expenses that was required last year to capture the estimated full cost of various functions in an operating unit from program management to Mission support. The Annual Report Guidance provides specific details on complying with this requirement. This Guidance can be found in the Help section of the Application for the Workforce Planning Table.

Entering Data

To begin work on this table, press the "Add" button on the far left hand side of the worksheet to enter each position under the backstops provided. Enter workforce levels for fiscal years 2004 – 2007. All entries will be saved automatically. You will also be asked to select "Funding Type" and "Employment Type" from the drop-down menus provided.

Entering SO data. For backstops in the "**Sector Management"** section, you will be asked to allocate employees to Strategic Objectives, similar to last year. In this backstop section only, below the fiscal years, funding type and employment type will be a table listing the SO number, SO name and a column labeled "**%**" (percent). Use this table to allocate the percentage (expressed as a decimal) of the employee's time across SOs. You may use fractions to allocate portions of employee's time to SOs. A Total figure will appear at the bottom of the percent column. The table cannot be closed until all percent values equal 1.0.

Moving from cell to cell in the table

Once you have entered a number in a cell in a table, be sure to either use the Tab key, or the mouse to move from that cell or the ENTER key in order for the Application to save that number and recalculate total figures.

Other helpful hints:

- When coding for a USDH with a combined 02/94 backstop, select either 02 or 94.

- When coding for a USDH that is serving as General Development Officer (GDO), select the sector that is the closest to the sector being managed, or the sector that assumes the majority of the GDO's time.

- When entering the "loaded cost," consider the following definition: "it is expected that Missions will supplement contract costs with overheads which may not be obligated in the contract to include items such as: travel, training, office space, utilities, office equipment, office materials, awards and ICASS charges."

Viewing/Printing the report

To either view or print the Workforce Planning requirements report, click on the "Excel" button. The Application will open Microsoft Excel and generate an excel spreadsheet version of the report. You can print a copy of this report using the print function within Excel. Please note that it will not be possible to make changes to the printed version of the report. If changes are necessary, close the report; make the changes on the form, then click on the "Excel" button once again to generate a new report.

USDH Staffing Requirements:
Show the numbers of USDH in each occupational backstop as of the end of FY 2004 - FY 2007. Requested levels should reflect the Mission's "to be" organization and not the "as is." These data are essential for M/HR to design a recruitment plan that meets the Agency's future needs. For FY 2004 and 2005, the requests should match the position requirements for the operating unit's Strategic Plan without regard to the backstop of the current incumbent. GDO positions should be listed under the backstop that reflects the primary discipline of the position. RUDO positions are covered under Backstop 40. It is crucial that each operating unit consider the work that needs to be done and the skills needed to do it rather than the backstops or employment categories (e.g. USDH, FSNPSC, USPSC, etc) of the employees currently on board.

Non-USDH Staffing Requirements:
Show the number of non-USDH by category and the occupational backstop that most closely reflects the work being done. For effective workforce planning, the Agency needs to know total staffing requirements, not just USDH requirements. It is crucial that each operating unit consider the future work that needs to be done and the skills needed to do it rather than the backstops or employment categories (e.g. USDH, FSNPSC, USPSC, etc) of the employees currently on board or the current positions. In other words, staff requirements for the "to be" Mission, not the "as is" Mission.

4. Operating Expenses – Overseas

Although the Application allows Missions to input OE and Workforce data for FY 2006 and 2007, please submit this information in conjunction with the State Department's MPPs. Show the proposed use of OE and trust fund resources by resource category for the FY 2004 estimate and the FY 2005 target. **All amounts are to be reported in thousands of dollars.** Budget levels for ICASS should be computed as follows. FY 2004 ICASS requirements should be based on final FY 2003 bills times 6.8 percent. FY 2005 ICASS requirements should be computed by multiplying the FY 2004 figure by 6.5 percent.

New OE Requirement. On the main table above, new line items have been added to capture local currency payments and exchange rates. This information will help provide the basis for evaluating the impact of fluctuating exchange rates on Missions' buying power.

Overview

The table for OE Overseas is modeled after the spreadsheet that has been used in the past. Phoenix codes and titles are listed along the left, and space is provided to enter OE and Trust Fund amounts for FY 2004 Estimate and FY 2005 Target.

Phoenix lines marked with an asterisk are summed at the bottom of the table. Check to ensure that these values match those for OE funded deposits on the FSN Voluntary Separation Fund Table.

Moving from cell to cell in the table

Once you have entered a number in a cell in a table, be sure to either use the Tab key, or the mouse to move from that cell or the ENTER key in order for the Application to save that number and to calculate or recalculate total figures.

Viewing/Printing the report

To either view or print the OE - Overseas report, click on the "Excel" button. The Application will open Microsoft Excel and generate an excel spreadsheet version of the report. You can print a copy of this report using the print function within Excel. Please note that it will not be possible to make changes to the printed version of the report. If changes are necessary, close the report; make the changes on the form, then click on the "Excel" button once again to generate a new report.

4a. Operating Expenses – Washington

Show the proposed use of OE and trust fund resources by resource category for the FY 2004 estimate and the FY 2005 target, and the FY 2006 target and request levels. For overseas OE tables, identify the U.S. dollars used for local currency purchases and the exchange rate used in computations. For FY 2006 OE, the target level should be straight-lined from your allocation for FY 2005. The request for FY 2006 should reflect an amount that takes into account the base and increases.

Overview
The table for OE Washington is modeled after the spreadsheet that has been used in the past. Phoenix codes and titles are listed along the left, and space is provided to enter OE and Trust Fund amounts for 2004 Estimate and 2005 Target.

Note: This table will not be available to Operating Units overseas.

Moving from cell to cell in the table

Once you have entered a number in a cell in a table, be sure to either use the Tab key or the mouse to move from that cell or the ENTER key in order for the Application to save that number and to calculate or recalculate total figures.

Viewing/Printing the report

To either view or print the OE - Washington report, click on the "Excel" button. The Application will open Microsoft Excel and generate an excel spreadsheet version of the report. You can print a copy of this report using the print function within Excel. Please note that it will not be possible to make changes to the printed version of the report. If changes are necessary, close the report; make the changes on the form, then click on the "Excel" button once again to generate a new report.

5. ICASS Reimbursement Table

This table should be used by overseas operating units that are/or will be an ICASS service provider. This table should reflect the amount that the Agency will be reimbursed for the services that are provided. Include costs associated with providing support to OE-funded operations, USAID program operations and to other customer agencies on post. Please note that the first line of the Table is for Washington Funded Salaries and Benefits. If a USDH allocates time between providing ICASS services and providing non-ICASS support, the estimated salaries related to ICASS would be reported on this line.

Report in the Operating Expenses Table, under the ICASS line item, the sum of estimated OE ICASS charges payable to the Department of State as well as the estimated costs for ICASS services provided by the Mission to OE funded operations.

Helpful Hint on preparing the ICASS table:

Please note that the first line of the ICASS Table is for Washington Funded Salaries. Operating Units should report here the portion of the Executive Officer's salary as well as that of other USDH staff that provide ICASS services. Do not include benefits in this line item, as the Support Budget office will compute this cost based on agency-wide averages.

Moving from cell to cell in the table

Once you have entered a number in a cell in a table, be sure to either use the Tab key or the mouse to move from that cell or the ENTER key in order for the Application to save that number and to calculate or recalculate total figures.

Viewing/Printing the report

To either view or print the ICASS report, click on the "Excel" button. The Application will open Microsoft Excel and generate an excel spreadsheet version of the report. You can print a copy of this report using the print function within Excel. Please note that it will not be possible to make changes to the printed version of the report. If changes are necessary, close the report; make the changes on the form, then click on the "Excel" button once again to generate a new report.

6. Trust Fund and FSN Voluntary Separation

This table should only be used by overseas operating units and shows (a) availability of local currency trust funds and (b) deposits to and withdrawals from the FSN voluntary separation account. Please note that if an overseas unit shows obligations under object class 12.1 on the OE table for FSN voluntary separation (FSN direct hire or FSN PSC), then the FSN voluntary separation portion of this table must be submitted. The OE totals on this table must match the total FSN voluntary separation amounts for FSN direct-hire and FSN PSCs on the OE table. Also, exchange rates used in computing the dollar equivalent of local currency trust funds must be provided--this information is required to be included in the Agency's Budget Justification.

Please note that the first line of the Table is for Washington Funded Salaries and Benefits.

Overview
This table is modeled after the spreadsheet that has been used in the past. Enter values and they will be saved automatically. Press the recalculate button to update totals.

Moving from cell to cell in the table

Once you have entered a number in a cell in a table, be sure to either use the Tab key or the mouse to move from that cell or the ENTER key in order for the Application to save that number and to calculate or recalculate total figures.

Viewing/Printing the report

To either view or print the USDH staffing requirements report, click on the "Excel" button. The Application will open Microsoft Excel and generate an excel spreadsheet version of the report. You can print a copy of this report using the print function within Excel. Please note that it will not be possible to make changes to the printed version of the report. If changes are necessary, close the report; make the changes on the form, then click on the "Excel" button once again to generate a new report.

7. Controller Operations

Overview
The Controller Operations table is modeled after last year's Controller Operations table. This is used only by overseas Missions and shows (a) availability of local currency trust funds and (b) deposits to and withdrawals from the FSN voluntary separation account. Please note that if an overseas unit shows obligations under object class 12.1 on the OE table for FSN voluntary separation (FSN direct hire or FSN PSC), then the FSN voluntary separation portion of this table must be submitted. The OE totals on this table must match the total FSN voluntary separation amounts for FSN direct-hire and FSN PSCs on the OE table. Also, exchange rates used in computing the dollar equivalent of local currency trust funds must be provided--this information is required to be included in the Agency's Budget Justification.

Moving from cell to cell in the table

Once you have entered a number in a cell in a table, be sure to either use the Tab key or the mouse to move from that cell or the ENTER key in order for the Application to save that number and to calculate or recalculate total figures.

Viewing/Printing the report

To either view or print the Controller Operations report, click on the "Excel" button. The Application will open Microsoft Excel and generate an excel spreadsheet version of the report. You can print a copy of this report using the print function within Excel. Please note that it will not be possible to make changes to the printed version of the report. If changes are necessary, close the report; make the changes on the form, then click on the "Excel" button once again to generate a new report.

8. GCC Budget Request

Each GCC Mission must complete the GCC budget table, which requests data on obligations by country, strategic objective, and fund account for activities conducted in FY 2003 and 2004 and estimates for FY 2005.

Overview
First Select the Strategic Objectives from the drop-down menu available from clicking on the "**Add**" button at the top right hand corner of the table. Also select the Sector Code and the Fund Account from this same drop-down box. When all appropriate Strategic Objectives have been selected, along with their sector code and fund account, click on the "**Add**" button provided at the bottom of the drop-down box. This will populate the spreadsheet with the information you provided. You can delete any strategic objective from the spreadsheet by clicking on the "**Delete**" button at the top right hand corner of the table.

Moving from cell to cell in the table

Once you have entered a number in a cell in a table, be sure to either use the Tab key or the mouse to move from that cell or the ENTER key in order for the Application to save that number and to calculate or recalculate total figures.

Viewing/Printing the report

To either view or print the GCC report, click on the "Excel" button. The Application will open Microsoft Excel and generate an excel spreadsheet version of the report. You can print a copy of this report using the print function within Excel. Please note that it will not be possible to make changes to the printed version of the report. If changes are necessary, close the report; make the changes on the form, then click on the "Excel" button once again to generate a new report.

9. Budget Reports

The last menu selection on the budget tab is "Budget Reports."

From the menu of reports you can generate a report for any of the budget tables found in the budget section of the Application. You can also select a year and appropriation scenario for selective SO Appropriations reports.

Please remember:
Be sure to make all changes within the Application, and not on the spreadsheet; changes made on the spreadsheet will not appear in the Application and will not be submitted to Washington.

10. Budget Reporting Tool

Access the reporting tool through the Reports menu at the top of the main menu screen.

Overview

Most information in the budget portion of the Application can be accessed through the reporting tool. Although its use is not mandated in any way, and the reports you generate are not included as part of your Annual Report submission, you may find it useful in verifying the data entered. It allows you to select the fields you are interested in, group and total on particular fields, and set filters so that only particular rows are displayed. You can run 'Standard Reports" that are included in the Application itself, create "Custom Reports," and save these custom reports for later use. All reports can be saved in Excel format.

Report Types

The drop down box on the top left of the screen determines the type of report (i.e. Program Funding, Workforce, etc). You can change between report types at any time.

Report Tab – "Standard Reports"

The standard report tab lists all reports that that are included within the Application. For example, Program funding includes four standard reports. When you select a standard report with the mouse, a preview of the report appears in the lower half of the screen. Hit the Run button to generate the report based on current data, or press Excel to generate a spreadsheet version of the same report.

Report Tab – "Custom Report"

The custom report tab has three boxes - "Columns," "Rows" and "Values," that vary depending on the report type selected. Selecting values in these boxes determine what will be displayed when the custom report is generated.

Columns

Checking a value in the columns box will cause that column to appear in the report. As you check or uncheck a column, you will see it appear or disappear from the preview box below. Items that are at a higher level in the tree contain the sum of all the columns beneath it. Right clicking on these higher-level items displays a menu that allows you to hide or show all the items beneath it.

Rows

The rows box displays the rows available for the current report type. You must select at least one row to run a report. If more than one row is selected, the report will contain "break rows" that sum the data at different levels. The order in which the rows will be displayed when the report is run is shown in the preview box. The items are displayed in the same order that they are selected.

Values

The Values box is on the top right of Custom Report tab. It displays a list of distinct values of the currently selected item in the rows box. To filter the results of the report, check one or more of the values and the report will only display those values.

As with standard reports, you can press the run button to generate the report from current data, or press Excel to view the report as a spreadsheet.

Report Tab – "User Reports"

When creating a custom report, the option to save the report for later use is available through the "Save User Report" button. You will be prompted for a name and description of the report. It will be available on the user reports tab after you save it. From there you will also have the option of renaming or deleting it.

Step Three: Entering CBJ and Performance Narrative data

Working with Narrative Forms

In general, you will be adding narrative text into the "boxes" provided for each significant section of the CBJ and Performance Narrative either by starting to type within the "box" or by double clicking your mouse within the "box" to launch a modified Microsoft Word document.

Formatting

The documents generated by the Application are pre-formatted with one-inch margins and the required font, **Arial 10**, being used this year. Within the Word document you can cut and paste narrative into and out of the document. When cutting and pasting, the format in the cut and paste portion will be automatically changed to **Arial 10** once the data has been saved in the text box. When cutting and pasting from a document outside the Application, be sure to note that approximately 10% of the two-page limit will be taken up by the formatting necessary to create the CBJ country overview and program data sheets. Also, be sure not include any graphics, tables, text-boxes, bullets (you may substitute dashes for bullets), or photographs in your narratives.

Printing/Viewing/Spell Check

The Application provides a spell-checking tool that is accessible from each narrative section within the Application. To access it, double click on the narrative/text section you wish to spell check. From the tool bar at the top of the box, select "Tools" and then "Check Spelling" to spell check the section selected. To spell check an entire document, such as the Full CBJ, you would have to spell check the Word document generated, then copy and paste any corrections back into the appropriate narrative section of the Application.

The Full CBJ document or the Annual Performance Document or any sub-set of these two documents, such as the Resource Request narrative, may also be saved to a file outside of the Application, by clicking on "File" and then "Save As" to allow you to add photographs, tables, text-boxes, and graphics for any purpose the operating unit deems appropriate.

Copying and Pasting from a Word document

A few users last year reported that when copying and pasting from another Word document into a narrative section of the Annual Report Application they found extraneous, garbage characters. These characters are associated with Word formatting found in the Word document from which they were copying and pasting. To get rid of these extraneous characters, take the following steps:

1. Double click on the narrative field containing the extraneous characters. With your mouse, highlight all text in the selected section, such as the Development Challenge section of the CBJ Country Overview. From the toolbar, select "Edit/Copy."

2. Next, delete all selected text. Then from the toolbar select "File/Save and Exit."
3. Go back to the selected section, such as Development Challenge, and double click. From the toolbar, select "Edit/Paste." The text, which you had previously highlighted and deleted, should now appear in this section without the extraneous characters.
4. From the toolbar select "File/Save and Exit" to save your corrected text.

Congressional Budget Justification Narratives

The CBJ tab contains three menu selections: Country Overview, Program Data Sheets and Full CBJ Report.

1. Country Overview

The Country Overview for the CBJ submission is broken down into four sections: The Development Challenge; The USAID Program; Other Program Elements and Other Donors.

Double click on each text box provided for each section described above. When completed, you can click on the "Create Country Overview" button to generate a Word document for viewing and/or printing. Please note that changes made to the printed version of the Country Overview will not be saved in the Application. Any necessary changes must be added through the appropriate Country Overview text box, either by adding them to the text box, or double clicking within the text box to bring up the modified Word document.

Page Count: To assist you in keeping to the two-page limit for the Country Overview section, a button at the top of the page has been provided that keeps a running tally of the number of pages in this section. As you add information to each of the sections in the country overview, click on the "Pages" button to get an updated count of the total number of pages for the Country Overview in its entirety. If you exceed the two-page limit for this section, you will receive a message stating that the two-page limit has been exceeded; please go back and edit your information. You may edit any section you wish to meet the two-page limit.

Please Note: When you go to close out of the Country Overview section, if the Country Overview exceeds the two-page limit you will receive a message stating, "Country Overview cannot exceed 2.0 pages. Please re-edit to comply with FY 2004 Guidance." You will not be able to close out of this section until the two-page limit for the country overview is met. Please be sure to note that the two-page limit will be reduced by about 10% for formatting for the CBJ.

Spell Check: The Application provides a spell-checking tool that is accessible from each narrative section within the Application. To access it, double click on the narrative/text section you wish to spell check. From the tool bar at the top of the box, select "Tools" and then "Check Spelling" to spell check the section selected. To spell check an entire document, such as the Full CBJ, you would have to spell check the Word document generated, then copy and paste any corrections back into the appropriate narrative section of the Application.

2. Program Data Sheets

To use this section, first select the Strategic Objective from the drop-down menu at the top of this section for which you wish to complete a program data sheet. The Application will pre-populate the USAID Mission name, the Strategic Objective title and number, and the necessary budget data listed on the sheet. To avoid any confusion regarding this budget data, **please note** that the budget data section is highlighted in a darker gray color and is preceded by a message stating, "Data contained within is not editable. This data is retrieved from Budget Tables."

You must select a "Pillar" for each Strategic Objective from the drop-down menu provided. The pillars to select from are: Economic Growth, Agriculture and Trade; Global Health; Democracy, Conflict and Humanitarian Assistance, and Global Development Alliance. The remaining sections of the Program Data Sheet are: Summary; Inputs, Outputs, Activities, FY 2004 Program; Inputs, Outputs, Activities, Planned FY 2005 Program; and Performance and Results. This year the "status" has been removed from the program data sheet; it appears in the Indicator Table. The year of initial obligation and estimated completion date will suffice for this information. Complete a program data sheet for each valid Strategic Objective found in the drop-down menu at the top of the screen. If Strategic Objectives are missing from this menu, new SOs must be added from the US Financing Table or SO Appropriation Table in the budget portion of the Application. Once added, they will appear in all drop-down menus listing the Operating Unit's Strategic Objectives. Please remember that the Summary section is required to be filled out for every program data sheet that will appear in next year's Congressional Budget Justification.

Printing Data Sheets:

If no budget data appears in the budget data section, a special message will appear on the screen and on the printed data sheet stating, "Reminder: This message appears because of missing FY 04 and/or FY 05 budget data. Please return to budget tables and enter necessary dollar amounts." Once budget data has been entered into either the US Financing or SO Appropriations budget table, this message will disappear. Please remember that budget data must be entered into either of these two tables in order to appear in the budget data section of the CBJ data sheet.

If there is no text in the **Summary** section of the Data Sheet, one of the required sections, no Data Sheet will be printed for that Strategic Objective. This feature is being implemented in response to feedback received last year that many unwanted data sheets were generated for the CBJ report for Strategic Objectives that were not valid; i.e., those with incorrect titles, incorrect numbers, etc.

The "Create CBJ Data Sheet" button will generate a Word document for viewing and/or printing the program data sheets for the SO displayed on the screen. To view/print program data sheets for other Strategic Objectives, either select another SO from the drop-down menu or go to the menu selection on the CBJ tab labeled "Create Full CBJ." The full CBJ report will print both the Country Overview and all valid data sheets.

Please note that changes made to the printed version of the program data sheet will not be saved in the Application. Any necessary changes must be added through the appropriate program data sheet text box, either by adding them to the text box, or double clicking within the text box to bring up the modified Word document.

Page Count: To assist you in keeping to the two-page limit for the Program Data Sheet section, a button at the top of the page has been provided that keeps a running tally of the number of pages in this section. As you add information to each of the sections in the data sheet, click on the "Pages" button to get an updated count of the total number of pages for the Program Data

Sheet section in its entirety. If you exceed the two-page limit for a Program Data Sheet you will receive a message stating that the two-page limit has been exceeded; please go back and edit your information. You may edit any section you wish to meet the two-page limit.

Please Note: When you go to close out of the Program Data Sheet section, if the Data Sheet for any SO exceeds the two-page limit you will receive a message stating, "Program Data Sheet for SO # cannot exceed 2.0 pages. Please re-edit to comply with FY 2004 Guidance." Please be sure to note that the two-page limit will be reduced by about 10% for formatting for the CBJ .You will not be able to close out of this section until the two-page limit for all Data Sheets is met.

Spell Check: The Application provides a spell-checking tool that is accessible from each narrative section within the Application. To access it, double click on the narrative/text section you wish to spell check. From the tool bar at the top of the box, select "Tools" and then "Check Spelling" to spell check the section selected. To spell check an entire document, such as the Full CBJ, you would have to spell check the Word document generated, then copy and paste any corrections back into the appropriate narrative section of the Application.

3. CBJ Report

To create a full CBJ report for your operating unit, select the last menu selection from the CBJ tab, "Create Full CBJ." Selecting this button will automatically generate the Country Overview and all "valid" Data Sheets in one Word document.

Two points to remember:

1. **IF** there is **no budget data** in the budget section the following message will appear on the screen and also on the printed data sheet: *"Reminder: This message appears because of missing FY 04 and/or FY 05 budget data. Please return to budget tables and enter necessary dollar amounts."* Once budget data has been entered into either the US Financing or SO Appropriations budget table, this message will disappear. Please remember that budget data must be entered into either of these two budget tables in order to appear in the budget data section of the CBJ data sheet.

2. If there is no text in the **Summary** section of the Data Sheet, one of the required sections, no Data Sheet will be printed for that Strategic Objective. This feature is being implemented in response to feedback received last year that many unwanted data sheets were generated for the CBJ report for Strategic Objectives that were not valid; i.e., those with incorrect titles, incorrect numbers, etc. that had to be manually removed from the full CBJ report.

Individual data sheets for specific Strategic Objectives can be printed from the button at the left hand side of the Program Data Sheet screen for those data sheets that have text in the Summary section. Select the Strategic Objective you wish to print from the drop down menu at the top of the screen.

Please Note:
Documents created with the Application reflect the current values that are saved in the Application. Any changes made to the Word documents only WILL NOT BE SAVED in the

Application. To save any changes made to these reports, you must go back to the appropriate section in the Application and make the desired changes. If changes are made to these Microsoft Word documents, the changes can be highlighted in the Word document, and cut and pasted into the appropriate section of the Application.

Annual Performance Narratives

The Performance Narrative tab contains six menu selections: Cover Memo; Performance and Budget; Results Framework; SO Indicators; Performance Measures; and Annual Performance Document.

1. Cover Memo

You can either begin typing in the text box provided, double click to open a text box, or copy and paste from a Word document outside the Application to the text box opened in the Cover Memo narrative section. Within the text box you can also spell check by selecting "Tools" and then "**Check Spelling**" from the tool bar at the top of the text section. You can also use the Edit features of "Copy," "Paste," "Find" and "Replace." When you are finished with the cover memo document, select "File," then "Save and Exit" from the tool bar at the top, to save your document and exit back to the main Cover Memo text box.

Please remember that the FY 2004 Annual Report Guidance states, "*A cover memorandum **of up to three pages is required**. The Annual Report cover memo is not intended for distribution outside the Agency, and will not be posted on the Agency's website.*"

To print a copy of just the Cover Memo, select "Create Cover Memo" at the top of the Cover Memo screen. Please note that changes made to the **printed,** Microsoft Word version of the cover memo will not be saved in the Application. Any necessary changes must be added through the Cover Memo text box in the Application, either by adding them to the text box, or double clicking within the text box to bring up the modified Word document.

The Cover Memo will also appear in the full Annual Report that can be generated through the "Annual Performance Document" button on the Performance Report tab.

2. Performance and Budget

The Performance and Budget selection is divided into three sections, as shown by the three "buttons" at the top of the screen. They are: Program Level Narrative; SO Level Narrative and Resource Request Narrative. Clicking on each button will bring up a separate screen for that section. The Program Level Narrative screen will be displayed when you first enter this section.

- **Program Level Narrative**

This section consists of text boxes for the Program Performance Summary; Environmental Compliance; and Country Close Out and Graduation. Please refer to the Annual Report Guidance if you have any questions as to what information should be reported on in these sections. You can click on "Help" at the very top of the screen, and select Help for the Program

Narrative. Each section of help begins with the relevant portion of the Annual Report Guidance. Alternatively under "Help" you can select "Annual Report Guidance" to see the Guidance in its entirety.

Upon completion you can print or view just the program level narrative section by clicking on the button labeled, "Create Program Narrative."

From the Program Level Narrative tab you can also view/print all sections that comprise the Annual Report by clicking on the button labeled, "AR document." The Annual Report contains the cover page, cover memo, program level narrative, SO level narrative, resource request, results framework, and SO indicator table.

- **SO Level Narrative**

In this section you must first choose the Strategic Objective you are reporting on from the drop-down menu at the top of the screen. Next will appear the drop-down menu displaying **all** joint State/USAID Strategic and Performance Goals, with the exception of Weapons of Mass Destruction and American Citizens, from which a primary performance goal must be selected.

As noted in the Annual Report Guidance, operating units must consult with the Embassy to ensure that the appropriate link to a joint strategic-performance goal is selected. For example an education program in Pakistan may be more appropriately linked to counterterrorism, rather than social and environmental issues. (The joint State-USAID Strategic Plan is supplemental reference #3 to the AR Guidance).

Following the performance goals are sections/text boxes for "SO Discussion" and "Strategic and Special Objective Closeout Report." Upon completion select another Strategic Objective from the drop down menu at the top of the page until all SOs have been completed.

Once again, in this section you may print/view just the SO Level Narrative report or the Annual Report in its entirety.

- **Resource Request Narrative**

This narrative must include: Rationale and Justification, Pipeline, Decommitments, OE and Workforce, Program-Funded Personnel and Support. The last button under the Performance and Budget section is the resource request narrative. Please refer to the Annual Report Guidance for elaboration as to what information should be contained in these sub-sections. When completed, you may either print/view the resource request section or the Annual Report in its entirety.

Spell Check: The Application provides a spell-checking tool that is accessible from each narrative section within the Application. To access it, double click on the narrative/text section you wish to spell check. From the tool bar at the top of the box, select "Tools" and then "Check Spelling" to spell check the section selected. To spell check an entire document, such as the Full CBJ or Annual Report Document, you would have to spell check the Word document generated, then copy and paste any corrections back into the appropriate narrative section of the Application.

3. Results Framework

The Results Framework section will contain a drop-down menu listing all Strategic Objectives for your operating unit. Unlike last year, any changes or additions made to Strategic Objectives in the budget section of the Application **will also** be reflected here. However, because of this change, the Application is not able to pre-populate the Results Framework with last year's indicator or IR-level information. You may report up to three SO-level indicators for each SO. Select each SO from the drop-down menu at the top of the page. Buttons are provided to add, delete, edit or cancel an indicator and to add, delete, edit or cancel Intermediate Result numbers and titles. Use the Notes box at the bottom of the screen to indicate any changes in Intermediate Results. When completed, click on the "Create Results Framework" button to view and/or print a copy of the results framework.

4. SO Indicators Table

The SO Indicators table is required rather than optional this year for each SO for which operating units will be reporting results. The indicators in the table **must** be the indicators for each SO that the Mission selected in January 2003 against which performance must be measured.

To use this section, first select the Strategic Objective from the drop-down menu provided at the top of the screen.

Then choose a "Status" for that Strategic Objective from the next drop-down menu. Menu selections for status are: "New in FY 2003," "Continuing," "Last Year of Expenditure," "Closed Out," and "Program Support Objective."

Use the "Indicator Name" box to insert the indicator name **only. This box is not to be used for a description of the indicator.** Indicators can be either added or deleted to the table provided. To edit an indicator name or indicator data, click on the cell that needs to be changed. All changes will automatically be saved by the Application.

New to the Indicators Table is the column labeled "Weight: enter 1 to 5." This "weight" is to be used to state the relative importance of your indicators according to their relevance the operating unit places on them toward measuring the progress of the SO on a scale of one (1) to five (5), with a five being the highest score and one being the lowest. Please see Annex V in the Annual Report Guidance for detailed Guidance on what to consider when determining the contribution of an indicator in measuring SO progress.

Baseline, actual and target data: Please remember that only numerical values can be entered into these cells. Qualitative indicators must be translated to numerical codes. Alternatively, simply enter in the "actual" column a 1 if you met your target or a 0 if you failed to meet it. If an observation is NA or N/A, please leave the cell blank.

Printing Indicator Tables:

Use the button labeled "Create SO Indicators" to print an indicator table for the Strategic Objective displayed on the screen. To view/print other indicator tables, select the desired Strategic Objective from the drop-down menu, and then click on the "Create SO Indicators" button. All Indicator Tables for all SOs will be printed in the "Annual Performance Document" found on the "Performance Narrative" tab.

5. Performance Measures

As stated in Annex VIII of the AR Guidance, for this Annual Report, the requirement for performance reporting has two aspects:

- Significant Results. Each unit is asked a yes/no question as to whether it has achieved a 'significant' result this year related to a "State/USAID Performance Goal." A 'significant result' is one that demonstrates that USAID is making a recognizable difference in the country where it is working. Achievement of intermediate results or strategic objectives is the most common type of 'significant result'. Operating units may characterize particularly important milestones achieved as "significant results." The purpose of this question is to provide AID/W with examples of country level impact of USAID activities. It is essential that this impact be described, so space is provided in the performance table (the column labeled "Description of the OU Response.."); operating units may also wish to discuss them in the Performance Narrative section.
- Other Performance Measures. The shape of an operating unit's portfolio should drive the indicators on which it reports, not visa versa. This year, if an operating unit portfolio addresses a State/USAID Performance Goal and does or can use one of the indicators included in the list of Performance Measures to measure performance against the SO or intermediate results for that SO, the operating unit must report data for that indicator. However, if the OU's portfolio does not address the particular subject, or the indicator is not appropriate for reporting progress against the Mission's SO, it is NOT required to report against it. When reporting on an indicator, the column labeled "Description of the OU Response…" should be used to provide any necessary additional information about the answer provided.

Given that we now have an approved joint State/USAID Strategic Plan for Fiscal Years 2004-2009, each unit is being asked whether it has achieved a significant result that contributes to a joint Performance Goal. The Application now lists all the joint Strategic and Performance goals (with the exception of Weapons of Mass Destruction and American Citizens). While operating units are reporting FY 2003 results, we recognize that many of the new joint Strategic and Performance Goals are in fact consistent with ongoing SOs. Again, we reiterate that it is imperative that operating units consult with the Embassy to ensure that the appropriate link between SO and joint Performance Goals has been chosen in this section. We realize that this is a transition year and that the mapping of ongoing SOs against the joint Strategic and Performance Goals will be challenging. (Note that this is a change from the Guidance which earlier required a link to a USAID Objective. See page 29 in the Guidance.)

The indicators in this table are organized to correspond to the performance goals of the new joint State/USAID Strategic Plan. New indicators have been added for each performance goal of the new joint strategy. Using your mouse or down arrow key, highlight the question to be answered. Some questions require that you select the appropriate Strategic Objective before answering; others do not. When highlighting the appropriate question at the top half of the screen you will notice that three columns with boxes for answering the selected question will appear at the bottom of the screen. Before answering the question under each Agency objective, "Did your program achieve a significant result in the past year that is likely to contribute to this objective?" you **must** select the specific Strategic Objective in order to answer the question. Once you have selected an SO, you can go back and delete that SO and select another one if necessary.

To the extent possible, operating units should report only Fiscal Year 2003 data. If the data you report is for a calendar year or other period, this MUST be noted. For health data obtained via a DHS or other comparable surveys, report only those data that were first available (either preliminary or final) during FY 2003.

For more detailed Guidance on filling out the performance measures table, please see the full text of Annex VIII of the Annual Report Guidance.

6. Annual Performance Narrative

To create a full Annual Performance report for your operating unit, select the last menu selection from the Performance Narrative tab, "Annual Performance Document Selecting this button will automatically generate the full Annual Performance Document in one Word document. The Annual Performance Document consists of the following sections: Cover Memo; Performance and Budget; Results Framework; and SO Indicators**.**

Three points to remember:

1. If there is no text in a section which is not required, no section heading will be printed for that section, i.e., SO closeout report. HOWEVER, if there is no text in a section which is required, the following message will appear, "**xxx-010 is missing the REQUIRED SO Discussion**." In this case SO Discussion is the missing required field; the message will always indicate which required section is missing.

2. If there is no text in any required section for a Strategic Objective in the SO level narrative section, that Strategic Objective will not appear in the Annual Performance Document.
If there is an Indicator for a Strategic Objective in the Indicators Table section, but no SO discussion in the SO-level narrative section, the message shown in no. 1. above will appear. It is being assumed that if indicators are being submitted for an SO, it is necessary to also include a SO-level narrative discussion for that SO.

3. In addition to the full performance narrative report, each section found in the Performance Narrative section can be printed individually from the screen for that section, such as Cover Memo, Resource Request Narrative, etc.

Please Note:
Documents created reflect the current values that are saved in the Application. Any changes made to these printed reports WILL NOT BE SAVED in the Application." To save any changes made to these reports, you must go back to the appropriate section in the Application and make the desired changes. If changes are made to these Microsoft Word documents, the changes can be highlighted in the Word document, and cut and pasted into the appropriate text box or section of the Application.

Step Four: Document proofing and review

Preparing electronic and paper-copy drafts for review

The Application's ability to compile and print the tables or narratives at any time makes it easy to distribute hard copy or electronic versions for review purposes. It's vital, though, to make sure that the version of the table or narrative in the Application is amended to reflect any changes made in these stand-alone draft versions.

For example, you could produce a draft spreadsheet, save it as an excel file outside of the Application and give that file to a colleague for review. Your colleague could make some changes in that draft file or on a printed copy of that file. The draft file is now out of sync with the Application. Any edits made to the table would not be reflected in the Application until you went back to the Application and keyed the changes from the draft file into the table.
For this reason, you need to be very careful in distributing draft versions of the tables, and **make sure that the version in the Application is the one that reflects all changes and edits**.

Step Five: Transmission of completed Annual Report

The Application greatly simplifies the process of transmitting the Annual Report data to Washington. The Application works under the assumption that Microsoft Outlook is your email client, and launches Microsoft Outlook in order to automate the transmission process.

How to transmit your Annual Report to Washington:

1) Click on the menu selection at the top of the main screen labeled "Email," then select "Send." **Selecting "Send" will ask you if you have completed your primary emphasis coding.** If you say you are ready to submit, the program will launch Microsoft Outlook if it is available from your Local Area Network.

2) Once you are in the Microsoft Outlook email program, you need to create a new email, and fill in the following:

    To: please enter: ARAPP@dec.cdie.org.

    Subject: please enter FY 2004 Annual Report Application -- [Your Country Name]

    Attach: You will have to manually attach the following file from your AR2004 directory. The location and file name for that file is: AR2004/db/Ar2004.mdb (Please contact your system administrator if you do not know on which network drive this directory resides).

3) Click the send button. Once you have confirmed that the email is ready to be sent and hit the o.k. button, the email message and attachment will be sent. You will be returned to the main menu of the Annual Report Application. The sender will receive a message confirming that your email message with attachment has been received by the Development Experience Clearinghouse (DEC) once it has been successfully transmitted. *Please be sure that both the budget request portion AND the performance narrative and CBJ portions of the Application are completely finished before sending the email and attachment to the DEC.*

If Microsoft Outlook is **not** the email program used by your operating unit, you must first exit from the Annual Report Application and then open your particular email program before following the steps as described above.

Annex A: Primary and secondary emphasis codes, definitions and contacts

See the Excel spreadsheet file that accompanied the Annual Report Users Guide.

Annex B: Joint Dept. of State/USAID Strategic and Performance Goals

Strategic Goals	Performance Goals
Regional Stability	Close, strong, and effective U.S. ties with allies, friends, partners, and regional organizations.
	Existing and emergent regional conflicts are contained or resolved
Counterterrorism	Coalition partners identify, deter, apprehend, and prosecute terrorists
	U.S. and foreign governments actively combat terrorist financing
	Coordinated international prevention and response to terrorism, including bioterrorism
	Stable political and economic conditions that prevent terrorism from flourishing in fragile or failing states
Homeland Security	Denial of visas to foreign citizens who would abuse or threaten the U.S., while facilitating entry of legitimate applicants
	Implemented international agreements stop the entry of goods that could harm the U.S., while ensuring the transfer of bona fide materials
	Protection of critical physical and cyber infrastructure networks through agreements and enhanced cooperation
International Crime and Drugs	International trafficking in drugs, persons, and other illicit goods disrupted and criminal organizations dismantled
	States cooperate internationally to set and implement anti-drug and anti-crime standards, share financial and political burdens, and close off safe-havens through justice systems and related institution building
Democracy and Human Rights	Measures adopted to develop transparent and accountable democratic institutions, laws, and economic and political processes and practices.
	Universal standards protect human rights, including the rights of women and ethnic minorities, religious freedom, worker rights, and the reduction of child labor.
Economic Prosperity and Security	Institutions, laws, and policies foster private sector-led growth, macroeconomic stability, and poverty reduction.
	Increased trade and investment achieved through market-opening international agreements and further integration of

	developing countries into the trading system.
	Secure and stable financial and energy markets.
	Enhanced food security and agricultural development.
Social and Environmental Issues	Improved global health, including child, maternal, and reproductive health, and the reduction of abortion and disease, especially HIV/AIDS, malaria, and tuberculosis.
	Partnerships, initiatives, and implemented international treaties and agreements that protect the environment and promote efficient energy use and resource management.
	Broader access to quality education with emphasis on primary school completion.
	Effective and humane international migration policies and systems.
Humanitarian Response	Effective protection, assistance, and durable solutions for refugees, internally displaced persons, and conflict victims.
	Improved capacity of host countries and the international community to reduce vulnerabilities to disasters and anticipate and respond to humanitarian emergencies.
Public Diplomacy and Public Affairs	Public diplomacy influences global public opinion and decision-making consistent with U.S. national interests
	International exchanges increase mutual understanding and build trust between Americans and people and institutions around the world
	Basic human values embraced by Americans are respected and understood by global publics and institutions
	American understanding and support for U.S. foreign policy, development programs, the Department of State, and USAID
Management and Organizational Excellence	A high performing, well-trained, and diverse workforce aligned with Mission requirements
	Modernized, secure, and high quality information technology management and infrastructure that meet critical business requirements
	Personnel are safe from physical harm and national security information is safe from compromise
	Secure, safe, and functional facilities serving domestic and overseas staff
	Integrated budgeting, planning, and performance management; effective financial management; and demonstrated financial accountability
	Customer-oriented, innovative delivery of administrative and information services, acquisitions, and assistance